To Create a Form on Google Docs and embed or insert onto a website, blog or to email. Responses are collected and downloadable to Excel.

1. Sign up for Google docs account at http://docs.google.com.
2. Go to “Create new…” **OR** from your Google website edit page, choose “Documents” (top left) and “Create new”” (pull down menu) to FORM option.
3. Title the form, choose a theme if desired, add a description or instructions for the form and type in your first question and any “help text” hints you want to add.
4. Select question type for answering your question.
5. Decide whether to make this a required question by checking the box.
6. Choose “Done” when finished.
7. Add more questions as desired. Be sure to delete the default option for next sample question before saving.
8. Save form.
9. **If you are familiar with html**, you may choose to embed form into web page by choosing “more actions” then **embed option.** Or you may choose to email form.
10. **If not familiar with html,** after form is created and saved, go back to your Google site, go to edit mode, and choose **Insert option** by clicking on “Insert” (top left pull down menu) and then choose “Spreadsheet form.” Locate form and insert it.
11. If you simply want to see what your form looks like online before publishing to your website, go to the bottom of the page and copy or click link to view published form.
12. To view response summary, choose summary.
13. To view as spreadsheet, choose spreadsheet and answers will come up in Google spreadsheet format, which can be downloaded as an excel worksheet.

To see the many other types of items that Google provides, select “more” on the blue hyperlinks and scroll to the bottom option “even more.”